Chapter 1

Overview from 10,000 Feet

In This Chapter

- Deciding which of the three editions of Office 2008 for Mac to buy
- Installing Office 2008
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Over the next several hundred pages, you can find out about the applications that make up the Microsoft Office 2008 for Mac suite in detail. But first, you need to decide which version of the suite you want or need (there are three of 'em), acquire a copy of it, and then install it and learn how to update it to ensure that you're always running the latest and greatest (not to mention the most stable) version.

So, without further ado, dig in!

The Three Faces of Office 2008 for Mac

Microsoft Office 2008 for Mac comes in three tasty flavors: Office 2008 for Mac Home and Student Edition, plain ol' Office 2008 for Mac, and Office 2008 for Mac Special Media Edition.

The three editions have four things in common — the big four applications, namely, Word, Excel, PowerPoint, and Entourage. All three editions have the exact same versions of all four programs, plus a copy of Microsoft Messenger (an Instant Messaging program that you can download from the Microsoft Web site for free). The differences lie in what you get in addition to the big four.

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Here's the scoop:

- Office 2008 for Mac Home and Student Edition retails for $149.95. As the least expensive edition, it includes the big four applications (and Messenger), but nothing more. Of course, many (if not most) users don't need anything more, so unless you can find a compelling reason to spend two or three times more money for the same four applications, this is the edition you should probably choose.
- Office 2008 for Mac retails for $399.95. What do you get for the additional $250? You get Microsoft Server Exchange Support and Automator Actions for Workflows in Microsoft Office.

  What's that, you say? You don't know what those things mean? Well then, I suggest you save yourself $250 and get the Home and Student Edition.

  Okay, I'd be remiss if I didn't explain that just a little. What it means is that in this edition, Entourage can integrate with corporate Exchange e-mail servers, and the entire suite supports Mac OS X's built-in automation software, better known as Automator.
- Office 2008 for Mac Special Media Edition retails for $499.95. It includes everything that the Office 2008 for Mac edition offers, plus Microsoft Expression Media, which is "a professional digital asset management tool to visually catalog and organize all of the elements associated with your creative workflow," according to Microsoft.

  The Special Media Edition is based on the product formerly known as iView MediaPro, which was acquired by Microsoft back in 2006.

So, there you have it: three editions for three budgets.

By the way, you don't have to prove you're a student (or live in a home) to purchase the Home and Student Edition for under $150. So, for most users, that edition provides the most cost-effective way to acquire the big four Office applications.

Installing Office 2008

When you insert the Office 2008 DVD, you launch the Office Installer by double-clicking it.

The first screen you see is Welcome to the Microsoft Office 2008 for Mac Installer, which informs you that in order to install Microsoft Office, you need

the username and password for an Administrator account on this Mac. If you don't have an Administrator account and password handy, it would behoove you to get one now.

This screen also recommends that you temporarily disable any virus protection applications on this computer before you continue. That's a good idea, so if you are running any anti-virus software, disable it before you proceed, or it could interfere with your installation.

When you have both aforementioned ducks in a row (that is, you have an Administrator account name and password, and have disabled any anti-virus software), click the Continue button.

The second screen is the Software License Agreement. Because you must accept its terms to use the software, you should read every word before you even think about clicking the Continue button.

I'm only half kidding. I know that nobody reads this stuff. But because you are about to enter into a legally binding agreement, I'd be remiss if I didn't at least pretend to urge you to read every word.

When you're done reading, click the Continue button. A sheet with three buttons — Agree, Disagree, and Read License — appears. Assuming that you've read the agreement already, I strongly suggest that you click Agree. If you haven't read the agreement, click Read License button to return to the second screen, where you can read the fine print. Or, if you read it and disagree, click the Disagree button, and the Installer will quit. In other words, unless you agree, you can't install the software.

The next screen requires you to type your product key, which you'll find in the box with your installation disc. When you're done, click the Continue button.

The Installer warns you that it's a good idea to quit any other applications that are currently running. That's probably a good idea because this Installer is going to install a bunch of new fonts, which can cause some applications to freak out. So, quit them all now and click the Continue button.

The next screen says Standard Install on [*your hard drive's name*] at the top. The Microsoft Office 2008 folder will be installed in your Applications folder by default. If you want to install it elsewhere, click the Change Install Location button and select another destination.

Before you click the Install button, you might want to click the Customize button and deselect any items you don't want to install.

If you're short on disk space, you might want to consider not installing some of the proofing tools. By default, all languages — including Danish, Dutch, Finnish, German, two flavors of Portuguese, and more — will be installed. To save some disk space, click the little triangle to the left of Proofing Tools and deselect the check boxes for the languages you don't speak. If you don't install these languages, you won't save a ton of disk space, but why install them if you're never going to use them?

Now, click the Install button and go get yourself some coffee or a soft drink. You've got some time.

When the Installer is done installing files, a Remove Office screen appears. It searches and (optionally) destroys previously installed versions of Office, including those infernal Test Drives that come pre-installed on many Macs. You have no other choice but to click the Continue button at this point. Don't worry, though — nothing will be removed unless and until you say so.

After a few moments of searching, the Installer informs you of how many (if any) previous versions of Office it found. Again, you have no other choice, so click the Continue button. And, again, don't worry — nothing is removed until the next step, and then only if you say so.

The third Remove Office screen will have the names of any previous versions of Office the Installer found. Select the check box for any you want removed.

If you don't remove old versions, the wrong version of an application may open when you double-click a document. To avoid confusion, you should probably remove all but the current version. If you're not ready to delete an older version just yet, I suggest that you compress the folder that contains the older version into a `.zip` file, save the `.zip` file someplace safe, and then delete the folder.

The good news is that the Installer moves any of your personal templates from an earlier version of Office (assuming that they're stored in the default location — the MyTemplates subfolder) to a separate location before you get to the Remove Office screens, so you can drag them to the Office 2008 MyTemplates subfolder and use them with this version.

After you decide on your selections here, click the Continue button, and the Installation Completed Successfully screen appears. Click the Close button, and the Installer quits. The Setup Assistant then launches itself.

Setting Up with Setup Assistant

The first screen you see in the Setup Assistant asks whether you want to participate in Microsoft's Customer Experience Improvement Program. What that means is that Office will occasionally send information about your hardware and how you use Office (as well as information on crashes, freezes, and quitting unexpectedly) to Microsoft via the Internet. No personal information is sent; it's totally anonymous. Click the radio button for Yes or No, and then click the Continue button.

The Get Started screen appears with the following three options:

- **Learn More:** Click this button, and your Web browser launches and displays a page filled with Help and How To information for Office 2008. It's worth checking out.
- **Register:** Click this button, and your Web browser launches and displays a page where you can register your copy of Office 2008.
- **Check For Updates:** Although I consider the Learn More and Register buttons optional, I strongly recommend that you click the Check For Updates button. When you do, the Microsoft AutoUpdate application launches and asks how you want to check for software updates, Manually or Automatically. I urge you to click Automatically and then choose an interval — daily, weekly, or monthly — from the pop-up menu.

Here's the deal: The DVD you just installed Office 2008 from was manufactured several months (or longer) ago. In the meantime, Microsoft may have discovered bugs in the software and issued software updates to correct them. If you never run the AutoUpdate application, you'll never receive the benefits of updated software, which are usually good things, such as increased reliability or enhanced performance. If you choose Automatically, however, it will launch itself and check for updates every day, week, or month, according to what you decide.

If you choose not to run AutoUpdate at this time, or you clicked the Manually button, I recommend that you run the Microsoft AutoUpdate application every few weeks by choosing Help➪Check for Updates in any of the Office applications.

Removing Office 2008

In the unlikely event that you wish to remove Office 2008 from your hard drive, or if you forgot to remove an older version during installation, never fear. There's a little-known program called Remove Office in the Additional Tools folder inside your Microsoft Office 2008 folder. Launch it, and you can search and optionally remove previously installed versions of Office, just as described earlier in the chapter.

If you still have more than one version of Office on your hard drive, I recommend that you reread the warning that follows that earlier passage.